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ABSTRACT

This document identifies the 32 semester hours of academic credit in six areas (behavioral science in business, business law, economics and management, accounting, office administration and communication, and office technology) recommended by the American Council on Education to be granted to those who have attained the Certified Professional Secretary (CPS) rating who enroll in degree programs. The bulk of the document is a state-by-state listing of colleges and universities granting credits for the attainment of the rating as a CPS. Each entry provides the name of the educational institution, its address, and the number of credits it will grant toward what kind of degree. Many of the entries also indicate the date on which the information was provided. (CML)

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ACADEMIC CREDIT FOR CPS®

American Council on Education recommends 32 semester hours of academic credit to those who have attained the CPS® rating.

The American Council on Education (ACE), on November 21, 1986, conducted its ten-year re-evaluation of the CPS Examination and its recommendations for academic credit. This review resulted in the ACE's recommendation of 32 semester hours of academic credit to those who have attained the CPS rating who enroll in the lower division baccalaureat/associate degree category.

Part I
Behavioral Science In Business

3 semester hours in Psychology, Secretarial Skills, Administration and Organization, or Human Relations in Business;

1 semester hour in Principles of Human Resources Management; and

1 semester hour in Management of Organizational Behavior

Part II
Business Law

3 semester hours in Business Law

Part III
Economics and Management

3 semester hours in Economics;

3 semester hours in Principles of Management;

1 semester hour in Marketing; and

1 semester hour in Human Resources Management

Part IV
Accounting

4 semester hours in Accounting

Part V
Office Administration and Communication

3 semester hours in Office Procedures or Administration Management; and

3 semester hours in Business Communications

Note: Additional credit in shorthand, transcription or typewriting may be granted based on institutional policies in these skills areas.

Part VI
Office Technology

6 semester hours in Office Technology; or

3 semester hours in Automated Office Administration, and

3 semester hours in Communications Technology

The National Guide to Educational Credit for Training Programs, published annually by the American Council on Education, includes the recommendations for academic credit for CPS. This guide is distributed to colleges and universities throughout the country.

Those interested in enrolling as full-time or part-time students in a college or university, and want credit for their prior learning, are encouraged to bring this information to the attention of the institutions. It must be remembered, however, that these are only recommendations made by the ACE. Each college will decide if and how much credit will be granted for having attained the CPS rating.

The American Council on Education periodically evaluates the CPS Examination. Although the academic credit suggested is only a recommendation by the ACE, at least 275 colleges and universities award academic credit ranging from 2 to 72 academic credit hours for the CPS Examination.

Questions/Answers About
ACADEMIC CREDIT FOR CPS®

Do all colleges award credit for the CPS Examination?

Although 32 semester hours of academic credit for the CPS Examination is recommended by the American Council on Education, it is up to each college to determine policies for awarding credit.

How do I find out which colleges award credit for the CPS Examination?

Information about which colleges award credit may be obtained from: The Program on Noncollegiate Sponsored Instruction, Office on Educational Credit, American Council on Education, One Dupont Circle NW, Washington DC 20036-1193; 202/833-4920.

Which college official can give me information about credit for CPS?

Contact the registrar's office or the admissions office for information about credit for the CPS Examination.

How can I receive credit from a college?

Most colleges will require official verification of the successful completion of the CPS Examination before they will award the credit.

If you are enrolled in a college degree program, inform your faculty advisor about the CPS Examination. If you are not enrolled, you should apply for credit at the same time you formally apply for admission to a degree program. Some colleges grant credit only after a student has completed some courses or a specific number of credits offered at a college.

How will the credit for CPS be used to meet degree requirements?

Each college sets its own policies on how the credit is to be applied to the degree. It must be applicable in some way to your program of study at the college and must not duplicate courses which you have already taken.

You may receive advanced standing in a program or have a prerequisite course waived. This would entitle you to take more advanced courses without duplicating coursework.

ALABAMA

ALABAMA STATE UNIVERSITY
Business and Office Education Department, Montgomery 36195. 18 semester hours toward a bachelor of science in office administration; must be admitted to University. (12/88)

ATHENS STATE COLLEGE
Athens 35611. 30 semester or 45 quarter hours.

OAKWOOD COLLEGE
Business/Information Systems, Huntsville 35896. 38 quarter hours toward an associate in arts, bachelor of science, or bachelor of general studies. (12/88)

THE UNIVERSITY OF ALABAMA
Tuscaloosa 35486. 30 semester hours through the external degree program; each case handled individually.

THE UNIVERSITY OF ALABAMA IN BIRMINGHAM
Educational Leadership and Instructional Support, Birmingham 35294. 3 semester hours for each part passed; bachelor of science—individualized major in business education.

ALASKA

ISLANDS COMMUNITY COLLEGE
Office Occupations, Sitka 99835. (1/89)

KETCHIKAN COMMUNITY COLLEGE
Office Occupations, Ketchikan 99901. Maximum of 27 equivalency credits toward an AAS degree in office occupations; must be applying for AAS degree.

KODIAK COMMUNITY COLLEGE
Kodiak 99615. Credits through UAA. (2/89)

NORTHWEST COMMUNITY COLLEGE
Nome 99762. 36 possible credits toward a general AA degree.

SSCE (School for Career and Continuing Education)
Office Occupations, Fairbanks 99701. Up to 31 semester hours may be applied toward an associate of applied science degree in office professions. (2/89)

UNIVERSITY OF ALASKA ANCHORAGE
Office Occupations Department, Anchorage 99508. (1/89)

UNIVERSITY OF ALASKA MAT-SU
Secretarial Science, Palmer 99645. Credit granted for associate degree. (2/89)

UNIVERSITY OF ALASKA SOUTHEAST
Juneau 99801. Up to 33 credits. (12/88)

UNIVERSITY OF ALASKA SOUTHEAST
Ketchikan 99901. Under consideration. (12/88)

ARIZONA

CENTRAL ARIZONA COLLEGE
Office Administration, Coolidge 85228. 30 semester hours toward associate of arts and associate of applied science degree.

COCHISE COLLEGE
Sierra Vista 85635. 26 semester hours.

EASTERN ARIZONA COLLEGE
Thatcher 85552. 27 semester hours toward secretarial science degree.

MARICOPA TECHNICAL COLLEGE
Phoenix 85004. 25 semester hours toward associate of arts degree.

MESA COMMUNITY COLLEGE
Mesa 85201. 25 semester hours toward associate of arts degree.

MOHAVE COMMUNITY COLLEGE
Office Education Division, Lake Havasu City 86403. (12/88]

PHOENIX COLLEGE
Phoenix 85013. 25 semester hours toward associate of arts degree.

SCOTTSDALE COMMUNITY COLLEGE
Office Education/Word Processing, Scottsdale 85253. 24 semester hours toward associate in applied science degree; must be attending SCC.

YAVAPAI COLLEGE
Business Division, Prescott 86301. 27 credits toward office administration degrees.

ARKANSAS

WESTARK COMMUNITY COLLEGE
Fort Smith 72902. 30 credits. 1/3 requirements for associate in science degree.

CALIFORNIA

ARMSTRONG COLLEGE
Berkeley 94704. 24 quarter hours toward an associate or bachelor's degree in secretarial or business.

FRESNO CITY COLLEGE
Business Division, Fresno 93741. (12/88)

FULLERTON COLLEGE
Division of Business, Fullerton 92631. 14 credits toward an associate of arts. (12/88)

GOLDEN WEST COLLEGE
Office Administration, Huntington Beach 92647. Up to 30 units with a professional secretary major; after specific campus requirements are met. (12/88)

LONG BEACH CITY COLLEGE
Long Beach 90808. 30 units in office occupations; contingent upon establishment of a 12-unit residency.

LOS ANGELES HARBOR COLLEGE
Los Angeles. Up to 20 units of credit. Also completes all major subject requirements for associate in arts degree in secretarial science.

MT. SAN ANTONIO COLLEGE
Office Occupations, Walnut 91789. 44 units toward an AA degree after completion of 30 letter-grade granting units and satisfaction of general education graduation requirements.

PASADENA CITY COLLEGE
Pasadena 91106. 3 credits per semester for review classes; toward AA degree.

PEPPERDINE UNIVERSITY
School of Business & Management, Los Angeles 90044. 20 semester hours toward bachelor of science in administrative science degree.

SACRAMENTO CITY COLLEGE
Sacramento 95822. Up to 44 units toward an AA degree after 12-unit residency has been established with a 2.00 GPA.

SANTA MONICA COLLEGE
Santa Monica 90405. 19 units of credit toward associate of arts in business-secretarial or the occupational certification secretarial.

SHASTA COLLEGE
Redding 96001. 15 units toward secretarial or business degree.

CANADA

BOISE-DE-BOULOGNE COLLEGE
Secretarial Science, Montreal PQ H4N 1L4. Credit offered toward a diploma in collegial studies in secretarial science.

CANADIAN SCHOOL OF MANAGEMENT
Toronto M5S 2X9. Credits toward a Certificate in Office Administration (COA). Also minimum 20 credits toward Graduate of Management (bachelor level) designation; each case individually assessed. All courses are available in distance study mode.

FAIRVIEW COLLEGE
Fairveiw AB T0H 1L0. (9/88)

GRANT MACEWAN COMMUNITY COLLEGE
Edmonton AB T5P 2P7. Credit offered through Business Outreach Courses.

NORTHLAND OPEN UNIVERSITY
Quebec J9H 1A2. Minimum 20 credits toward a Bachelor of Management degree; each case individually assessed. All courses are available in distance study mode.

RYERSON POLYTECHNICAL INSTITUTE
Office and Administrative Studies, Toronto ON M5B 2K3. Maximum of 3 credits toward a bachelor of applied arts—office and administrative studies; each case individually assessed.

SAIT
Secretarial Arts Program, Business Education Department. Calgary AB T2M 0L4. (2/89)

COLORADO

COMMUNITY COLLEGES OF DENVER
Up to 38 quarter hours toward an associate in business and management occupations degree.
AURARIA CAMPUS
Denver 80204.
NORTH CAMPUS
Denver 80216.
RED ROCKS CAMPUS
Golden 80401.

PUEBLO COMMUNITY COLLEGE
Pueblo 81004. By "Petition for Life Experience." (12/88)

UNIVERSITY OF SOUTHERN COLORADO
School of Business, Pueblo 81001. Credit granted on an individual basis.

DELAWARE

DELAWARE TECHNICAL AND COMMUNITY COLLEGE
Wilmington Campus, Wilmington 19801. 44 semester hours toward an associate of applied science degree (major in secretarial technology).

DISTRICT OF COLUMBIA

SOUTHEASTERN UNIVERSITY
Washington 20024. 21 trimester hours toward an associate in science or bachelor of science in business administration.

STRAYER COLLEGE
Washington 20005. Possible credit toward a BS in business administration.

FLORIDA

BREVARD COMMUNITY COLLEGE
Cocoa Campus, Cocoa 32922. Check with counselor for specific requirements. (2/89)

BROWARD COMMUNITY COLLEGE
Experiential Learning Department, Pembroke Pines 33024. May earn up to 24 semester hours through experiential learning. (1/89)

CENTRAL FLORIDA COMMUNITY COLLEGE
Business–Office Occupations, Ocala 32678. May be granted up to 30 hours for passing all or portions of the CPS Exam. Must have at least 9 hours at CFCC. (3/89)

FORT LAUDERDALE COLLEGES
38.5 quarter hours (automatic credit) toward a bachelor of business administration degree. Additional 18 quarter hours in shorthand and typing on prescribed tests.
MAIN CAMPUS
Fort Lauderdale 33301.
MIAMI CAMPUS
North Miami 33138.
WEST PALM BEACH CAMPUS
West Palm Beach 33401.

GULF COAST COMMUNITY COLLEGE
Panama City 32401. 38 semester hours.

HILLSBOROUGH COMMUNITY COLLEGE
Tampa 33605. Awards 39 hours credit toward AS degree in office management. (1/89)

JONES COLLEGES
38.5 quarter hours automatic credit toward a bachelor of business administration degree. Additional 18 quarter hours in shorthand and typing on prescribed tests.
JONES COLLEGE JACKSONVILLE
Main Campus, Jacksonville 32211.
JONES COLLEGE JACKSONVILLE
Fort Pierce Campus, Fort Pierce 33450.
JONES COLLEGE ORLANDO
Main Campus, Orlando 32803.
JONES COLLEGE
North Campus, Altamonte Springs 32701.

LAKELAND COLLEGE OF BUSINESS & FASHION
Lakeland 33802. 30 quarter hours toward an associate in science degree.

MIAMI-DADE COMMUNITY COLLEGE-WOLFSON CAMPUS
Office Technology Department, Miami 33132. Up to 21 credits toward an associate of science; must have earned 12 credits.

MIAMI-DADE COMMUNITY COLLEGE-SOUTH
Office Technology, Miami 33176. 21 credits toward an AA degree. (2/89)

PENSACOLA JUNIOR COLLEGE
Business Education Department, Pensacola 32504. College credit for each section passed. College credit for taking review courses. Total possible 30 credit hours awarded when other degree requirements have been fulfilled. (12/88)

POLK COMMUNITY COLLEGE
Winter Haven 33880. 45 semester hours toward AS in secretarial administration.

ROLLINS COLLEGE
Winter Park 32789. 30 semester hours toward an associate or bachelors degree.

ST. PETERSBURG JUNIOR COLLEGE
St. Petersburg 33710. 24 credit hours. (12/88)

TALLAHASSEE COMMUNITY COLLEGE
Tallahassee 32304. 25 semester hours toward an AA or AS degree. (12/88)

TAMPA COLLEGES
38.5 quarter hours automatic credit plus 18 for shorthand and typing tests toward a bachelor of business administration.
CLEARWATER CAMPUS
Clearwater 33515.
MAIN CAMPUS
Tampa 33601.
ST. PETERSBURG CAMPUS
St. Petersburg 33714.

VALENCIA COMMUNITY COLLEGE
Business Department, Orlando 32811. 24 semester hours toward AS in secretarial science; must be currently enrolled and pass 50% of subjects taken. (1/89)

GEORGIA

ABRAHAM BALDWIN AGRICULTURAL COLLEGE
Business Administration Division, Tifton 31794. (12/88)

ARMSTRONG STATE COLLEGE
Savannah 31406. 45 quarter hours toward a BA in business administration. 25 quarter hours toward an AA in secretarial studies.

AUGUSTA COLLEGE
Office of Continuing Education, Augusta 30910. 6.0 CEU for 60 hour course; percent of attendance verified by roll and instructor.

DALTON COLLEGE
Dalton 30720. Up to 50 quarter hours; may be applied toward AAS or certificate in secretarial science. (10/88)

DEKALB COMMUNITY COLLEGE
Enrichment Program, Clarkston 30021. Under review.

FLOYD JUNIOR COLLEGE
Division of Business Administration, Rome 30161. 15 quarter credit hours toward an associate in science in business administration.

GAINESVILLE JUNIOR COLLEGE
Business Division, Gainesville 30503. 30 quarter hours toward an associate in applied science in secretarial science.

GEORGIA COLLEGE
Milledgeville 31061. Up to 40 quarter hours toward an associate in secretarial science.

SAVANNAH STATE COLLEGE
School of Business, Savannah 31404. Approximately 30 quarter hours maximum; depending on major. (1/89)

VALDOSTA STATE COLLEGE
Department of Business and Vocational Education, Valdosta 31698. Up to 20 quarter hours; under revision. (1/89)

HAWAII

HAWAII PACIFIC COLLEGE
School of Business Administration, Honolulu 96813. (12/88)

ILLINOIS

BELLEVILLE AREA COLLEGE
Belleville 62221. 30 credits toward an associate in secretarial science.

BLACK HAWK COLLEGE
Office Careers Dept., Moline 61265. (12/88)

COLLEGE OF LAKE COUNTY
Business Division, Grayslake 60004. Up to 24 credits toward office systems and technology associate of applied science.

DANVILLE AREA COMMUNITY COLLEGE
Business Division, Danville 61832. Up to 30 semester hours. (1/89)

EASTERN ILLINOIS UNIVERSITY
Charleston 61920. Two courses for 2 semester hours each toward a BS in business.

MCKENDREE COLLEGE
Lebanon 62254. 32 semester hours.

OAKTON COMMUNITY COLLEGE
Office Systems Technology, Des Plaines 60016. One credit for each CPS course completed. (2/89)

PARKLAND COLLEGE
Champaign 61820. 26 semester hours toward an associate degree. (12/88)

ROBERT MORRIS COLLEGE
Chicago 60601. (12/88)

ROCK VALLEY COLLEGE
Business Division, Rockford 61101. 30 credits toward two-year degree. (1/89)

WILLIAM RAINEY HARPER COLLEGE
Office and Administrative Services, Palatine 60067. 15 hours toward an administrative assistant program. (12/88)

SOUTHERN ILLINOIS UNIVERSITY
Carbondale 62901. 24 credit hours toward a bachelor of science in technical careers.

THORNTON COMMUNITY COLLEGE
Division of Business and Information Systems, S. Holland 60473. AA degree (66 CHE); must have up to 18 hours academic credit.

INDIANA

BALL STATE UNIVERSITY
College of Business, Dept. of BE&OA, Muncie 47306. Up to 12 quarter hours toward an associate or bachelor's degree.

INDIANA UNIVERSITY SYSTEM
Awards credit at all nine campuses, based on the ACE recommendation, through the school of continuing studies. Credit is toward the General Studies (External) Degree program.

INDIANA VOCATIONAL TECHNICAL COLLEGE
Richmond 47374. Business Law, 4 quarter credits; Accounting, 4 quarter credits; Human Relations, 4 quarter credits. (12/88)

INDIANA VOCATIONAL TECHNICAL COLLEGE
Division of Business, South Bend 46619. Up to 29 credits or substitutions for specific courses. (12/88)

INTERNATIONAL JUNIOR COLLEGE
Fort Wayne 46802. 40 quarter hours toward an associate in business.

ST. MARY-OF-THE-WOODS COLLEGE
St. Mary-of-the-Woods 47876. 28 semester hours in the women's external degree program.

UNIVERSITY OF SOUTHERN INDIANA-EVANSVILLE
Evansville 47712. Credit toward an associate of science in secretarial administration; must be enrolled in an associate degree program.

IOWA

AMERICAN INSTITUTE OF BUSINESS
Des Moines 50321. 36 quarter hours in the executive secretarial degree program.

BRIAR CLIFF COLLEGE
Sioux City 51104. 27 credit hours.

DES MOINES AREA COMMUNITY COLLEGE
Office Occupations, Ankeny 50021.

EASTERN IOWA COMMUNITY COLLEGE
Muscatine 52761. 40 credits toward associate of arts.

GRAND VIEW COLLEGE
Des Moines 50316. 12 semester hours toward an associate or bachelor's degree.

INDIAN HILLS COMMUNITY COLLEGE
Arts and Science, Ottumwa 52501. 16 semester hours toward an associate of arts.

KIRKWOOD COMMUNITY COLLEGE
Department of Business Technologies, Cedar Rapids 52406. (12/88)

MARSHALLTOWN COMMUNITY COLLEGE
Professional Office Institute, Marshalltown 50158. 32 semester hours toward an AA degree.

UPPER IOWA UNIVERSITY
Division of Continuing Studies, Fayette 52142. 32 semester hours may be applied to the bachelor of science with majors in business administration or public administration through the external degree program.

KANSAS

COFFEYVILLE COMMUNITY COLLEGE
Secretarial Science, Coffeyville 67337. 32 hours toward an applied science degree.

JOHNSON COUNTY COMMUNITY COLLEGE
Business and Technology Division, Overland Park 66210. 27 hours of credit. (1/88)

KANSAS CITY KANSAS COMMUNITY COLLEGE
Kansas City 66112. 15 semester hours toward an associate of arts.

WASHBURN UNIVERSITY
Topeka 66621. 15 hours through credit by exam toward an associate of arts in office administration. Must be an office administration major. (1/89)

WICHITA STATE UNIVERSITY
Department of Business Education, Wichita 67208. 15 credits. (12/88)

KENTUCKY

MURRAY STATE UNIVERSITY
Department of Office Administration and Business Education, Murray 42071. (1/89)

UNIVERSITY OF KENTUCKY COMMUNITY COLLEGE SYSTEM
Secretarial and Office Administration Department. 21 semester hours toward an associate of applied science major in the secretarial and office administration program. Must have completed 12 semester hours in residence and be currently enrolled. (1/89)

ASHLAND COMMUNITY COLLEGE
Ashland 41101.

ELIZABETHTOWN COMMUNITY COLLEGE
Elizabethtown 42701.

HAZARD COMMUNITY COLLEGE
Hazard 41701.

HENDERSON COMMUNITY COLLEGE
Henderson 42420.

HOPKINSVILLE COMMUNITY COLLEGE
Hopkinsville 42240-2697.

JEFFERSON COMMUNITY COLLEGE
Louisville 40201.

LEXINGTON COMMUNITY COLLEGE
Lexington 40506-0235.

MADISONVILLE COMMUNITY COLLEGE
Madisonville 42431.

MAYSVILLE COMMUNITY COLLEGE
Maysville 41056.

PADUCAH COMMUNITY COLLEGE
Paducah 42002-7380.

PRESTONBURG COMMUNITY COLLEGE
Prestonburg 41653.

SOMERSET COMMUNITY COLLEGE
Somerset 42501.

SOUTHEAST COMMUNITY COLLEGE
Cumberland 40823.

UNIVERSITY OF LOUISVILLE
Management, School of Business, Louisville 40292. 12 semester hours after completion of 12 semester hours in residence at University; toward a BSBA, AA, or AAS degree.

LOUISIANA

DELGADO JUNIOR COLLEGE
New Orleans 70119. (1/89)

MCNEESE STATE UNIVERSITY
Department of Office Systems and Business Communication, Lake Charles 70609. May receive 18 hours credit after completing 12 hours in residence with a 2.0 average. (2/89)[EI2]

NORTHWESTERN STATE UNIVERSITY OF LOUISIANA
College of Business, Natchitoches 71457. 38 quarter hours toward a bachelor or associate in secretarial administration. College credit also allowed on work experience.

UNIVERSITY OF SOUTHWESTERN LOUISIANA
Department of Office Administration, Lafayette 70504. Each case is evaluated according to department guidelines. (12/88)

MAINE

ANDOVER COLLEGE
Portland 04103. (1/89)

CASCO BAY COLLEGE
Secretarial Science, Portland 04101. (1/89)

WESTBROOK COLLEGE
Portland 04103. 15 semester hours toward an associate or bachelor of science degree in business administration.

MALAYSIA

KOLEJ DAMANSARA UTAMA
Petaling Jaya, Selangor Darul Ehsan. 15 credits for associate of arts diploma; 30 credits for AA in secretarial science. (2/89)

MARYLAND

CHESAPEAKE COLLEGE
Wye Mills 21679. 27-30 credits.

HAGERSTOWN JUNIOR COLLEGE
Career Programs, Hagerstown 21740. 24 credits toward an AA degree; secretarial science, accounting/business, data processing, management merchandising. (1/89)

PRINCE GEORGE'S COMMUNITY COLLEGE
Office Administration, Largo 20772. (12/88)

UNIVERSITY OF BALTIMORE
Baltimore 21201. 33 semester hours.

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE
College Park 20742. 27 credits.

MASSACHUSETTS

BAY PATH JUNIOR COLLEGE
Secretarial Studies Division, Longmeadow 01106. (1/89)

BENTLEY COLLEGE
Waltham 02154. 3 hours credit for business law.

GARLAND JUNIOR COLLEGE
Boston 02215. 33 credit hours in secretarial major/management major.

KINYON-CAMPBELL BUSINESS SCHOOL
New Bedford 02740. (12/88)

NORTH SHORE COMMUNITY COLLEGE
Department of Office Technology, Beverly 02114. Up to 24 semester hours toward an associate in science degree.

QUINCY JUNIOR COLLEGE
Quincy 02169. 30 credits.

MICHIGAN

BAKER BUSINESS UNIVERSITY
Flint 48507. 24 semester hours toward a diploma course.

CENTRAL MICHIGAN UNIVERSITY
Mt. Pleasant 48859. Possible credit through the Institute for Personal and Career Development. (1/89)

DAVENPORT COLLEGE
Grand Rapids 49503. (12/88)

DELTA COLLEGE
Office Systems Education, University Center 48710. (12/88)

DETROIT COLLEGE OF BUSINESS
Dearborn 48126. Maximum of 40 quarter hours toward an associate or bachelor degree in business administration. Must be enrolled in BBA or ABA program. (1/89)

JACKSON COMMUNITY COLLEGE
Business Department, Jackson 49201. (1/89)

KALAMAZOO VALLEY COMMUNITY COLLEGE
Kalamazoo 49009. (12/88)

LANSING COMMUNITY COLLEGE
Office Systems, Lansing 48901. (12/88)

MACOMB COMMUNITY COLLEGE
Warren 48093. (1/89)

MUSKEGON BUSINESS COLLEGE
Muskegon 49442. 44 quarter hours toward an associate in secretarial science.

NORTHERN MICHIGAN UNIVERSITY
Marquette 49885. Course credit is granted for appropriate sections of the exam. (2/89)

NORTHWESTERN MICHIGAN COLLEGE
Business Division, Traverse City 49684. Currently being revised. (12/88)

NORTHWOOD INSTITUTE
Midland 48640. 78 credits toward an associate degree of 102 credits. (12/88)

SIENA HEIGHTS COLLEGE
Adrian 49221. 24 semester hours (and 3 more negotiable for prior work experience) toward an associate or baccalaureate degree in office education or management, office administration or business administration.

WAYNE STATE UNIVERSITY
Detroit 48202. Up to 36 credits toward a business education degree.

WESTERN MICHIGAN UNIVERSITY
College of Business, Kalamazoo 49001. 21 semester hours toward BBA in administrative services.

MINNESOTA

ANOKA-RAMSEY COMMUNITY COLLEGE
Business Department, Anoka 55433. 35 quarter credits toward an AAS degree in secretarial.

LAKEWOOD COMMUNITY COLLEGE
White Bear Lake 55110. Up to 39 credits; must complete 15 credits at LCC; CPS rating must have been received within 7 years. (3/89)

MANKATO STATE UNIVERSITY
School of Education, Mankato 56001. 24 credits toward a degree in business education.

METROPOLITAN COMMUNITY COLLEGE
Minneapolis. 26 credits.

METROPOLITAN STATE UNIVERSITY
St. Paul Center, St. Paul 55101. 27 semester hours or 45 quarter hours.

MOORHEAD STATE UNIVERSITY
Business Education Department, Moorhead 56560. (1/89)

NORMANDALE COMMUNITY COLLEGE
Office Information Systems, Bloomington 55431. 27 credits toward an AAS degree. Must first complete 30 credits at NCC; must request acceptance of credit within 5 years of passing CPS Exam.

NORTH HENNEPIN COMMUNITY COLLEGE
Minneapolis 55445. 28 quarter credits toward the AAS degree.

ROCHESTER COMMUNITY COLLEGE
Rochester 55904. (4/89)

UNIVERSITY OF MINNESOTA
General College, Minneapolis 55455. 36 quarter hours toward associate in arts; bachelor of applied studies; bachelor of general studies.

MISSISSIPPI

HINDS JUNIOR COLLEGE
Raymond. 33 semester hours toward an associate in applied science degree; secretarial science major.

MISSISSIPPI GULF COAST COMMUNITY COLLEGE
Gautier 39553. (1/89)

MISSISSIPPI STATE UNIVERSITY
Mississippi State 39762. 17 semester hours after completing 12 semester hours of course work toward a bachelor's degree in business education.

MISSISSIPPI UNIVERSITY FOR WOMEN
Division of Business & Economics, Columbus 39701. 21 credit hours for certain academic courses toward an office administration degree.

UNIVERSITY OF MISSISSIPPI
University 38677. 12 hours toward a BS in business administration.

MISSOURI

AVILA COLLEGE
Kansas City 64145. 27 semester hours. No restriction.

THE LINDENWOOD COLLEGES
St. Charles 63301. Up to 14 hours of credit.

MARYVILLE COLLEGE
St. Louis 63141. Up to 32 semester credits toward a bachelor's degree.

MISSOURI WESTERN STATE COLLEGE
St. Joseph 64507. 24 hours credit toward a secretarial science or word processing degree.

SOUTHWEST MISSOURI STATE UNIVERSITY
Springfield 65802.

STATE FAIR COMMUNITY COLLEGE
Sedalia 65301. 22 semester hours.

STEPHENS COLLEGE
Columbia 65201. 21 semester hours toward a bachelor of arts.

ST. CHARLES COUNTY COMMUNITY COLLEGE
O'Fallon 63366. (12/88)

ST. LOUIS COMMUNITY COLLEGE AT FLORISSANT VALLEY
Business Education, St. Louis 63135. (12/88)

ST. LOUIS COMMUNITY COLLEGE AT MERAMEC
St. Louis 63122. Credit is granted through the Florissant Valley campus of the St. Louis Community College.

ST. LOUIS UNIVERSITY METROPOLITAN COLLEGE
St. Louis 63103. 3 credits each for passing behavioral science in business, business law and accounting.

UNIVERSITY OF MISSOURI-KANSAS CITY
Secretarial Science, School of Education, Kansas City 64110. Credit toward a bachelor's degree in (secretarial science) business education—credit may be applied in major area of teacher education for secondary teachers.

WEBSTER COLLEGE
St. Louis 63119. 30 credits.

MONTANA

BILLINGS BUSINESS COLLEGE
Billings 59101. 3 quarter credits for each subject or skill level accomplished; not degree-granting.

NEBRASKA

KEARNEY STATE COLLEGE
Kearney 68847. 30 credits.

PLATTE TECHNICAL COMMUNITY COLLEGE
Columbus 68601. 30 credits.

UNIVERSITY OF NEBRASKA-LINCOLN
Division of Business Education, Center for Business and Vocational Teacher Education, Lincoln 68588. Maximum of 33 semester credits toward a BS in administrative office management. (12/88)

UNIVERSITY OF NEBRASKA AT OMAHA
Continuing Studies, Omaha 68182. (12/88)

NEVADA

CLARK COUNTY COMMUNITY COLLEGE
Las Vegas 89030. (1/89)

NEW HAMPSHIRE

RIVIER COLLEGE
Nashua 03060-5086. 6 credits. (12/88)

NEW JERSEY

ATLANTIC COMMUNITY COLLEGE
Office Systems Technology, Mays Landing 08330. Under consideration. (1/89)

BERGEN COMMUNITY COLLEGE
Business Technology, Business Administration, Social Science, Paramus 07652. (1/89)

THE BERKELEY SCHOOL
Secretarial Department, Business Education, Little Falls 07424. Credit toward an AAS degree depending upon program in which enrolled.

THE BERKELEY SCHOOL
West Paterson 07424. 1.1 CEU for each exam part. (12/88)

BROOKDALE COMMUNITY COLLEGE
Lincroft 09738. Up to 18 credit hours toward an AS, AA, or AAS.

MERCER COUNTY COMMUNITY COLLEGE
Trenton 08690. 24 credits toward an associate of applied science in secretarial science.

MIDDLESEX COUNTY COLLEGE
Secretarial Science Department, Edison 08850-3050. (3/89)

SOMERSET COUNTY COLLEGE
Business Department, Somerville 08876. Up to 21 credits granted toward an associate of applied science.

THOMAS A. EDISON COLLEGE
Princeton 08540. 27 credits toward a bachelor's degree.

NEW MEXICO

ALBUQUERQUE TECHNICAL-VOCATIONAL INSTITUTE
Albuquerque 87106. 34 semester hours; after completing a 24-hour core residence requirement. (8/88)

THE COLLEGE OF SANTA FE
Business Administration Department, Santa Fe 87501. Up to 24 credits. (3/89)

DONA ANA BRANCH COMMUNITY COLLEGE
Las Cruces 88003. Under consideration. (12/88)

UNIVERSITY OF ALBUQUERQUE
Albuquerque 87140. 24 credits toward a degree in business administration.

NEW YORK

CANISIUS COLLEGE
Buffalo 14208. 12 free elective credit hours.

CORNING COMMUNITY COLLEGE
Corning 14830.

DOWLING COLLEGE
Oakdale, Long Island 11769. 30 credits toward a bachelor of science in professional and liberal studies.

ELMIRA COLLEGE
Elmira 14901. 36 semester hours. Not tied to specific courses.

EMPIRE STATE COLLEGE AT BUFFALO
Buffalo 14202. 27 semester hours.

EMPIRE STATE COLLEGE ON LONG ISLAND
Old Westbury 11568. 10 credits of advance standing for the office procedures part of the exam.

ERIE COMMUNITY COLLEGE
Buffalo 14221. 20 semester hours toward an AAS in business administration or secretarial science.

HILBERT COLLEGE
Business Division, Hamburg 14075. (1/89)

HOFSTRA UNIVERSITY
Hempstead 11550. Credits granted on individual basis. BS in education.

JAMESTOWN COMMUNITY COLLEGE
Jamestown 14701. 30 semester hours.

MANHATTAN COLLEGE
School of General Studies, Riverdale 10471. 30 credits toward an associate in applied science or bachelor of science in GS.

MARIA REGINA COLLEGE
Academic Dean, Syracuse 13208. 30 credit hours toward associate in applied science.

MOHAWK VALLEY COMMUNITY COLLEGE
Office Technology Department, Utica 13501. Credit toward a secretarial science AAS.

MONROE COMMUNITY COLLEGE
Rochester 14623. 30 credit hours toward secretarial science AAS degree.

MORRISVILLE COLLEGE
Office Technology Department, Morrisville 13408. (2/89)

NIAGARA COUNTY COMMUNITY COLLEGE
Business Administration, Sanborn 14132. (12/88)

PACE UNIVERSITY
New York Campus, Pace Plaza, New York 10038. 33 semester hours toward a bachelor of business administration.

PACE UNIVERSITY
Westchester Campus, Pleasantville 10570. 32 semester hours toward a bachelor of business administration.

POWELSON BUSINESS INSTITUTE
Syracuse 13202. 24 semester hours toward an associate in occupational studies.

REGENTS EXTERNAL DEGREE PROGRAM
The University of the State of NY, Albany 12230. 30 credits.

ROCHESTER BUSINESS INSTITUTE
Rochester. 45 quarter credits toward an associate in occupational studies; administrative assistant. 30 quarter credits toward a diploma program in executive, legal and medical secretarial science.

ROCHESTER INSTITUTE OF TECHNOLOGY
College of Continuing Education, Rochester 14623. Business administration and management.

SCHENECTADY COUNTY COMMUNITY COLLEGE
Department of Business and Law, Schenectady 12305. From 10 to 19 credits on an individual basis; after residency of a minimum of 30 credits.

STATE UNIVERSITY OF NEW YORK
Agricultural & Technical College at Farmingdale, Farmingdale 11735. Up to 30 credits toward an associate in applied science, secretarial science degree. (1/89)

VILLA MARIA COLLEGE
Buffalo 14225. 27 semester hours toward AAS.

NORTH CAROLINA

ASHEBORO COMMERCIAL COLLEGE
Asheboro 27203. Individual course basis on subjects applicable to programs of study.

ASHEVILLE-BUNCOMBE TECHNICAL COLLEGE
Office Education, Department-Secretarial/Executive, Asheville 28801. Credit toward an AAS degree; contact the chairperson—individually evaluated.

CENTRAL CAROLINA TECHNICAL INSTITUTE
Department of Community Colleges, Sanford 27330. 51 quarter hours toward an AAS in business administration.

CENTRAL PIEDMONT COMMUNITY COLLEGE
Secretarial Science Department, Charlotte 28210. 45 quarter hours toward an AAS degree in secretarial science. (12/88)

DURHAM TECHNICAL INSTITUTE
Durham 27703. 72 quarter hours toward an associate of applied science.

EAST CAROLINA UNIVERSITY
Department of Business Education and Administrative Services, Greenville 27834. 27 semester hours toward a BSBE professional; after degree candidate completes 15 semester hours of course work toward BSBE degree. (12/88)

FORSYTH TECHNICAL INSTITUTE
Winston-Salem 27103. Up to 37 quarter hours credit toward any associate degree or vocational diploma in the business technologies division.

GASTON COLLEGE
Dallas 28034. (1/89)

GUILFORD TECHNICAL COMMUNITY COLLEGE
Jamestown 27282. Depending on department, varying credit hours are given toward a degree. (1/89)

HALIFAX COMMUNITY COLLEGE
Weldon 27890. Credit will be awarded on a case-by-case basis. (8/88)

LENOIR RHYNE COLLEGE
Hickory 28601. 26 semester hours toward a bachelor in business administration and business education.

MEREDITH COLLEGE
Raleigh. Will grant prior credit for Extra-Institutional Instruction when application for admission to the college is received.

MITCHELL COMMUNITY COLLEGE
Continuing Education Division, Statesville 28677. 9.6 CEU.

NASH TECHNICAL COLLEGE
Business Department, Rocky Mount 27804. Credit is given toward the associate degree in business. (12/88)

NORTH CAROLINA WESLEYAN COLLEGE
Evening and Extension Programs, Rocky Mount 27801. Will award credit in accordance with the recommendations of the American Council on Education.

QUEENS COLLEGE
Charlotte 28274. 60 hours toward bachelor of general studies (half of requirement).

ROWAN TECHNICAL COLLEGE
Salisbury 28144. 57 hours toward an associate in executive secretarial.

WINGATE COLLEGE
Wingate 28174. Up to 60 credit hours toward a bachelor of science degree in business administration.

NORTH DAKOTA

BISMARCK JUNIOR COLLEGE
Business and Office Education, Bismarck 58501. A maximum of 30 semester hours; stipulations exist; petition the Director of Admissions. (12/88)

OHIO

CENTRAL OHIO TECHNICAL COLLEGE
Business Division, Newark 43055. Up to 49 credits may be awarded; must be a full- or part-time student in the secretarial science/office technology at COTC. (2/89)

COLUMBUS TECHNICAL INSTITUTE
Columbus 43215. Up to 42 quarter hours toward an associate of applied business (secretarial science major).

CUYAHOGA COMMUNITY COLLEGE
Metropolitan Campus, Cleveland 44115. 18 quarter hours toward an associate in applied business.

DYKE COLLEGE
Cleveland 44114. 39 credits after successful completion of Dyke College Credit by Examination. (12/88)

FRANKLIN UNIVERSITY
Columbus 43215. 12 trimester hours toward a degree in business administration.

KENT STATE UNIVERSITY
Regional Campuses. Up to 13 semester credit hours; must be admitted to and complete 48 semester hours of credit at a KSU Regional Campus toward an Associate of Applied Business Degree in Office Technology.

MARION TECHNICAL COLLEGE
Information Technology Department, Marion 43302. 45 quarter hours toward an associate degree in office information with an executive or medical concentration.

MIAMI-JACOBS JUNIOR COLLEGE OF BUSINESS
Dayton 45402. 54 quarter hours towards a secretarial science degree.

MUSKINGUM AREA TECHNICAL COLLEGE
Secretarial Science, Zanesville 43701. Approx. 45 quarter hours toward associate of applied business. (12/88)

NORTH CENTRAL TECHNICAL COLLEGE
Mansfield 44901. Up to 33 credits. (12/88)

NORTHWEST TECHNICAL COLLEGE
Archbold 43502. Up to 72 credit hours toward an associate degree in secretarial studies.

OHIO UNIVERSITY
All campuses. Up to 24 quarter hours toward an associate degree or 48 toward a bachelor. Must be enrolled as a degree-seeking student. (9/88)

RAYMOND WALTERS COLLEGE
Department of Office Administration, Cincinnati 45236. Up to 21 quarter hours advanced standing; must be a degree seeking student.

SHAWNEE STATE COMMUNITY COLLEGE
Portsmouth 45662. 53 quarter hours toward an associate degree in the executive secretarial program.

SINCLAIR COMMUNITY COLLEGE
Secretarial Department, Dayton 45402. 17 quarter hours toward the secretarial degree; must be a past or present student at SCC.

SOUTHERN OHIO COLLEGE
Cincinnati 45202. Credit toward an associate degree.

UNIVERSITY OF CINCINNATI
Clermont College, Business Division, Batavia 45103. Up to 33 quarter credit hours advanced standing; student must be enrolled in administrative support co-op or business and office administration associate degree programs. (2/89)

THE UNIVERSITY OF TOLEDO
Toledo 43606. (12/88)

WRIGHT STATE UNIVERSITY
Lake Campus, Celina 45822-2129. Under consideration. (2/89)

OKLAHOMA

BARTLESVILLE WESLEYAN COLLEGE
Bartlesville 74006. Maximum of 24 credit hours. (2/89)

NORTHEASTERN STATE UNIVERSITY
Office Administration, Tahlequah 74464. 18 credit hours toward a bachelor of science degree in office administration; awarded after completing 12 hours at NSU.

OKLAHOMA BAPTIST UNIVERSITY
Shawnee 74801. 24 credits toward an associate of arts in secretarial administration or BBA in office administration.

OKLAHOMA CITY UNIVERSITY
Oklahoma City 73106. 33 semester hours.

TULSA JUNIOR COLLEGE
Office Administration, Tulsa 74119. Advanced standing credit may be applied for. (1/89)

OREGON

CHEMEKETA COMMUNITY COLLEGE
Business and Management, Salem 97309. Maximum of 39 credits. (12/88)

LANE COMMUNITY COLLEGE
Eugene 97405. (1/89)

LINN-BENTON COMMUNITY COLLEGE
Albany 97321. 46 credits.

PORTLAND COMMUNITY COLLEGE
Portland 97219. 3 hours credit for each CPS class taken at PCC; 6 classes offered.

SOUTHERN OREGON STATE COLLEGE
Ashland 97520. 60 quarter hours.

PENNSYLVANIA

ALLENTOWN BUSINESS SCHOOL
Allentown 18101. Full semester's work; equivalent of 6 courses.

BETHLEHEM BUSINESS SCHOOL, INC.
Bethlehem 18018. Credit toward associate in specialized business.

DUBOIS BUSINESS COLLEGE
Dubois 15801. (12/88)

HARRISBURG AREA COMMUNITY COLLEGE
Harrisburg 17110. 30-36 credits toward an associate in arts in secretarial science. (12/88)

LACKAWANNA JUNIOR COLLEGE
Scranton 18503. 36 credit hours toward an associate in science or associate in general business studies.

LEBANON VALLEY COLLEGE
Annville 17003. 9 credits.

LUZERNE COUNTY COMMUNITY COLLEGE
Nanticoke 18634. 24 credits in a degree program.

MONTGOMERY COUNTY COMMUNITY COLLEGE
Business and Computer Science Division, Blue Bell 19422-0758. Credit for specific courses upon passing the appropriate parts of the CPS Examination; must be matriculating in a degree curriculum.

PEIRCE JUNIOR COLLEGE
Secretarial Science, Philadelphia 19102. 18 credits toward an associate in science degree. (12/88)

PENN COMMERCIAL COLLEGE
Washington 15301. Credit toward associate in applied science.

ROBERT MORRIS COLLEGE
Coraopolis 15108. 30 credits in a degree program. May receive credit as each part is passed.

RHODE ISLAND

BRYANT COLLEGE
Smithfield 02917. Up to 30 semester hours, depending upon degree program selected; associate or bachelor of science degree.

JOHNSON-WALES COLLEGE
Providence 02903. May earn up to 40 semester hours toward an associate degree by establishing proficiency. Last 20 hours toward the degree must be earned in residence.

PROVIDENCE COLLEGE
Providence 02918. 30 credits toward BS in business administration or BA in liberal studies.

RHODE ISLAND COLLEGE
Providence 02908. 25 semester hours toward a BA, BS or BGS.

SOUTH CAROLINA

LANDER COLLEGE
Greenwood 29646. (1/89)

LIMESTONE COLLEGE
Gaffney 29340. Up to 36 semester hours toward a bachelor of science in business administration.

MIDLANDS TECHNICAL COLLEGE
Columbia 29250. 49.5 quarter hours toward an associate degree in business; secretarial science major.

SPARTANBURG METHODIST COLLEGE
Spartanburg 29301. (2/89)

TRIDENT TECHNICAL COLLEGE
Secretarial Science Department, Charleston 29411. 39.5 quarter hours maximum toward an associate degree in office information technology. (12/88)

UNIVERSITY OF SOUTH CAROLINA
Office Administration Department, College of Applied Professional Sciences, Columbia 29208. (1/89)

WINTHROP COLLEGE
Rockhill 29733. 24 semester hours toward a bachelors degree in the school of business administration. Must have completed 30 semester hours in residence.

YORK TECHNICAL COLLEGE
Business Division, Rock Hill 29730. Up to 48 quarter credits toward an associate in business. (12/88)

SOUTH DAKOTA

BLACK HILLS STATE COLLEGE
Division of Business, Spearfish 57783. 26-27 possible credit hours; must be enrolled at BHSC. (12/88)

KILIAN COMMUNITY COLLEGE
Sioux Falls 57105. 52 possible credit hours. (12/88)

NATIONAL COLLEGE OF BUSINESS
Rapid City 57701. Up to 33 credits toward a BS in secretarial science or associate in science secretarial programs.

TENNESSEE

BELMONT COLLEGE
School of Business, Nashville 37203. Up to 27 hours; after 9 semester hours are earned at Belmont College. (1/89)

BRISTOL COMMERCIAL COMMUNITY COLLEGE
Bristol 37620. 24 credits toward an associate in business science; secretarial administration major.

CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE
Chattanooga 37406.

CLEVELAND STATE COMMUNITY COLLEGE
Cleveland 37311. Up to 24 credit hours. 25% of total hours required. Each course 3 hours.

EAST TENNESSEE UNIVERSITY
Department of Office Management, Johnson City 37614. 12 hours toward a BBA in office management. (2/89)

JACKSON STATE COMMUNITY COLLEGE
Academic Affairs, Jackson 38301. Up to 21 hours of college credit; if 6 credit hours have been completed at JSCC and currently enrolled in a program leading to a certificate or degree. (1/89)

LEE COLLEGE
Cleveland 37311. 30 credits.

MEMPHIS STATE UNIVERSITY
Department of Office Administration, Memphis 38152. 12 semester hours toward a BBA; must complete 12 other hours.

MIDDLE TENNESSEE STATE UNIVERSITY
Business Education/Office Management, Murfreesboro 37132. (1/89)

MOTLOW STATE COMMUNITY COLLEGE
Tullahoma 37388. Maximum of 25 quarter hours; after completing 12 quarter hours at MSCC. (11/88)

NASHVILLE STATE TECHNICAL INSTITUTE
Nashville 37209. After 15 hours at NSTI may receive up to 26 hours.

PELLISSIPPI STATE TECH COMMUNITY COLLEGE
Knoxville 37933-0990. (12/88)

ROANE STATE COMMUNITY COLLEGE
Business and Economics Department, Harriman 37748. Credit toward specific classes. (12/88)

STATE TECHNICAL INSTITUTE AT KNOXVILLE
Office Information Technology, Knoxville 37939-2802. 31 quarter hours toward an associate of science.

STATE TECHNICAL INSTITUTE AT MEMPHIS
Memphis 38134. Business technology-accounting degree program; administrative support option. (1/89)

STEED COLLEGE
Office Administration Department, Johnson City 37601. 54 quarter hours; one-year certificate, two-year certificate or bachelor's degree.

TENNESSEE STATE UNIVERSITY
Department of Business Education and Office Management, Nashville 37203. Up to 24 hours; must already have at least 9 hours at TSU. (12/88)

TENNESSEE TECHNOLOGICAL UNIVERSITY
College of Business Administration, Cookeville 38501. Up to 24 credit hours.

TRI-CITIES STATE TECHNICAL INSTITUTE
Blountville 37617. Individual basis. Associate of applied science in business technology–secretarial science.

THE UNIVERSITY OF TENNESSEE AT MARTIN
School of Business Administration, Martin 38238. (12/88)

UNIVERSITY OF TENNESSEE AT CHATTANOOGA
Chattanooga 37401. 22 credits.

VOLUNTEER STATE COMMUNITY COLLEGE
Gallatin 37066. 24 credit hours after completing 27 college credits.

WALTERS STATE COMMUNITY COLLEGE
Secretarial Science and Business, Morristown 37814. 12 semester hours toward AAS in office administration. (1/89)

TEXAS

BRAZOSPORT COLLEGE
Office Education, Lake Jackson 77566. 15 credit hours. (1/89)

COLLEGE OF THE MAINLAND
Division of Business, Texas City 77591. (12/88)

DALLAS COUNTY COMMUNITY COLLEGES
Business Division. 30 credits toward an associate degree in secretarial careers; after completing 12 hours at any DCCCD College. (2/89)
BROOKHAVEN COLLEGE
Farmers Branch 75234.
EL CENTRO COLLEGE
Dallas 75202.
MOUNTAIN VIEW COLLEGE
Dallas 75211.
RICHLAND COLLEGE
Dallas 75234.

DEL MAR COLLEGE
Department of Business Technology, Corpus Christi 78404.

EL PASO COMMUNITY COLLEGE
Business & Management, El Paso 79998. 33 hours of college credits toward an associate of applied science degree in secretarial science. (1/89)

FRANK PHILLIPS COLLEGE
Borger 79007. 32 semester hours toward an associate of applied science degree in business administration. (8/88)

LAMAR UNIVERSITY
Beaumont 77710. Credit courses for business law and office technology. (12/88)

OUR LADY OF THE LAKE — UNIVERSITY OF SAN ANTONIO
San Antonio 78285. 30 semester hours toward a bachelor of applied studies in the division of business studies.

SAN ANTONIO COLLEGE
Business Technology, San Antonio 78284. 15 credits toward an associate in applied science; must have 12 hours credit at San Antonio College. (12/88)

TARLETON STATE UNIVERSITY
Stephenville 76402. 24 semester hours toward a bachelor of applied arts.

TEXAS WESLEYAN COLLEGE
Fort Worth 76105. A maximum of 24 hours of credit toward a bachelor of business administration degree; must have completed 12 hours of college credit at Texas Wesleyan College with a 2.5 grade-point average; must have received the CPS rating or held a secretarial position in the past five years.

UNIVERSITY OF HOUSTON-DOWNTOWN
Houston 77002. One CEU for each 10 hours classroom work. (2/89)

UNIVERSITY OF NORTH TEXAS
Department of Occupations and Vocational Education, Denton 76203-3857. Up to 24 hours toward a BAAS degree in occupational education with emphasis in office technology. (3/89)

WAYLAND BAPTIST COLLEGE
Plainview 79072. 36 semester hours toward a bachelor of science in occupational education.

UTAH

UTAH STATE UNIVERSITY
Administrative Systems and Business Education Department, Logan 84322-3515. Certain courses can be waived. (1/89)

UTAH TECHNICAL COLLEGE
Salt Lake City 84107. 31 quarter hours toward an associate in applied science.

UTAH VALLEY COMMUNITY COLLEGE
Orem 84058. (1/89)

VIRGINIA

CENTRAL VIRGINIA COMMUNITY COLLEGE
Business Division, Lynchburg 24502. (12/88)

DABNEY S. LANCASTER COMMUNITY COLLEGE
Secretarial Science, Clifton Forge 24222. 27 semester hours. (12/88)

JAMES MADISON UNIVERSITY
Harrisonburg 22807. Credit is granted to BGS students in selected programs. (1/89)

LORD FAIRFAX COMMUNITY COLLEGE
Middletown. 42 credits may be applied to any program where applicable.

MOUNTAIN EMPIRE COMMUNITY COLLEGE
Divison of Mining, Industrial and Business Technology, Big Stone Gap 24219. 45 hours toward a secretarial science AAS degree.

THOMAS NELSON COMMUNITY COLLEGE
Secretarial Science Department, Hampton 23670. Varied credit toward degree in secretarial science executive secretary.

VIRGINIA COMMUNITY COLLEGE SYSTEM
Not to exceed 27 semester hours. (12/88)
DANVILLE COMMUNITY COLLEGE
Business Division, Danville 24541.
NEW RIVER COMMUNITY COLLEGE
Dublin 24084.
NORTHERN VIRGINIA COMMUNITY COLLEGE
Alexandria Campus, Alexandria 22311.
NORTHERN VIRGINIA COMMUNITY COLLEGE
Annandale Campus, Annandale 22003.
NORTHERN VIRGINIA COMMUNITY COLLEGE
Manassas Campus, Manassas 22110.
NORTHERN VIRGINIA COMMUNITY COLLEGE
Sterling Campus.
NORTHERN VIRGINIA COMMUNITY COLLEGE
Woodbridge Campus, Woodbridge 22191.
PATRICK HENRY COMMUNITY COLLEGE
Martinsville 24115.
VIRGINIA WESTERN COMMUNITY COLLEGE
Division of Business Science, Roanoke 24038.

WYTHEVILLE COMMUNITY COLLEGE
Wytheville. 42 credits may be applied to any program where applicable.

WASHINGTON

BELLEVUE COMMUNITY COLLEGE
Bellevue 98007. 3 credits each of three quarters for course, "CPS Exam Review."

CITY UNIVERSITY
Seattle 98104. 30 semester hours.

LOWER COLUMBIA COLLEGE
Longview 98632. 50 credits toward associate degree.

SOUTH SEATTLE COMMUNITY COLLEGE
Business and Office Occupations, Seattle 98106. 21 credits. (12/88)

SPOKANE COMMUNITY COLLEGE
Office Technology, Spokane 99207.

SPOKANE FALLS COMMUNITY COLLEGE
Spokane 99204. Up to 45 quarter hour credit toward an associate of applied science or associate of arts degree.

TACOMA COMMUNITY COLLEGE
Tacoma 98465. 3 quarter hours.

WHATCOM COMMUNITY COLLEGE
Bellingham 98225. 44 credits toward an applied arts in professional secretarial studies.

WEST VIRGINIA

BLUEFIELD STATE COLLEGE
Bluefield 24701. 18-21 hours of credit can be given toward the AS degree in secretarial science. (1/89)

MARSHALL UNIVERSITY
Office Technology, Huntington 25701. 32 hours. (12/88)

PARKERSBURG COMMUNITY COLLEGE
Parkersburg 26101. (2/89)

WEST VIRGINIA STATE COLLEGE
Institute 25112. (12/88)

WISCONSIN

THE COLLEGE OF RACINE
Racine 53402. 32 semester hours toward a bachelor of career studies.

DOMINICAN COLLEGE
Racine 53400. 8 term units (32 credits) toward a bachelor of career studies degree (¼ of requirements).

MADISON AREA TECHNICAL COLLEGE
Business Division, Madison 53703. Maximum of 30 credits toward an associate degree in executive, legal, or medical secretarial. (1/89)

MILWAUKEE AREA TECHNICAL COLLEGE
Secretarial Science, Milwaukee 53203. (12/88)

NORTHEAST WISCONSIN TECHNICAL COLLEGE
Green Bay 54307-9042. Maximum of 6 credits can be used as elective credits in secretarial program. (1/89)

WAUKESHA COUNTY TECHNICAL INSTITUTE
Pewaukee 53072. 27 credit hours toward secretarial science program. 9 credit hours toward an associate in supervisor's management.

WYOMING

CASPER COLLEGE
Casper 82602. Can test out of any course relating to that portion of the exam. (12/88)

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